

# Arizona Division of Emergency Management (ADEM)

## Project Worksheet Instructions

A Project Worksheet must be completed for each identified damaged project. After completing a Project Worksheet, submit the worksheets to your Public Assistance Coordinator.

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### Identifying Information

**PW No.:** Indicates the project worksheet number assigned by ADEM.

**PCA No.:** Indicates the project cost account number assigned by ADEM.

**Date:** Indicate the date the worksheet was prepared. (MM/DD/YY)

**Primary Category:** Indicate the primary category of the project according to specified work categories.

**Other Category:** Indicate any other categories of the project according to specified work categories.

**Damage Facility:** Identify the facility and describe its basic function.

**Work Complete as of:** Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

**Applicant:** Name of the political subdivision to which the funds will be awarded.

**County:** Name of the county where the damage is located.

**Location:** This item can range anywhere from a "physical address", "intersection of ...", "1 mile south of ... on ..." to "county wide". If damages are in different locations or different counties please list each location.

**Latitude & Longitude:** Include latitude and longitude of the project location if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the facilities conditions (i.e. increases/decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

**Is there insurance coverage on this facility:** State Statute requires that ADEM be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides ADEM.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage and you would like to submit a Hazard Mitigation Proposal, check (✓) yes and attach proposal for consideration. If no opportunities for hazard mitigation exist check (✓) no.

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### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", sheet rock replacement", etc.).

**Quantity / Unit:** List the amount of units and the unit of measure (i.e. "48/cy", "32/lf", "6/ea", etc.).

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name and title of the person completing the Project Worksheet.

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### Record Requirements

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.